

MyAccess External User Registration Job Aid



Federal Aviation
Administration

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External User Registration Overview

An "External User" is a person who is not eligible for a DOT PIV Card (e.g., licensed commercial airline pilot; Designee of Aviation Safety) and needs access via Internet to an FAA application (e.g., Pilot Record Database; Designee Management System). As soon as an External User creates an account with FAA, the user will be able to use the same account to log into any application that grants him/her access. An External User will not need to remember a different username and password for each one. FAA will also make sure that the account is safe by using methods similar to banks and large websites (e.g., Google and Amazon) that require a password and a text message each time you log in. This Job Aid guides users through the external registration process.

MyAccess External User Registration

1. To complete the external User Registration, click the **Register Now** button.

Sign In

By signing in here with MyAccess (the DOT's simplified sign-on system for web applications) you will have access to all participating MyAccess applications that you are authorized to use. You may be prompted to re-authenticate to access sensitive information or to use elevated privileges. By clicking Agree & Continue, you accept the Government warning below.

DOT Employees and Contractors Use Your PIV Card

DOT employees insert your PIV card into your smart card reader before attempting to login.



Agree & Continue

Use Your Email Address*

Agree & Continue

Reset Account

* Federal personnel enter your Federal email address. External users enter your email address you used to register with MyAccess

Need Help Logging in?

Help Desk Information

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: (1) You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communications or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Version 3.2

2. Review important information before proceeding with the form.

MyAccess External User Registration

How we protect your Privacy

Identity Validation

1 Personal Information 2 Security Questions 3 Company Information 4 Finish

1 You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: (1) You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communications or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

2 Please do not proceed if you are a DOT/FAA employee or contractor

3 Law Enforcement and Applicants who have Opted out of the Public Data will not be able to validate their identity until they Opt in.

3. Enter all of the required information on the screen.

* First Name Middle Name

* Last Name Suffix

* Email Address

This will be your username

We use these fields to validate your identity. In order to validate your identity we need to collect some information about you. This information will not be saved or stored.

Identity Validation Options

☒ SSN ☐ Driver's License

* SSN

* Date of Birth

MM/DD/YYYY

* Home Address Line 1

Identify Validation will not succeed with your work address (e.g 1234 First Ave).

Home Address Line 2

* Home City

* Home State

Select State

* Home Zipcode

Phone Verification

Choose phone option

☒ Mobile ☐ Landline

* Phone Number

Digits only- No Space or ()

☐ I'm not a robot

1 Step 1 - Once you enter your valid phone number and click 'Get Verification Code' you'll receive a verification code...

2 Step 2 - Enter verification code and click on 'Verify'

Get Verification Code

PLEASE NOTE: If you did not receive the verification, please follow Steps 1 and 2

On the first half of the screen you will enter your first name, last name, and email address. Please provide a valid email address. It **CAN NOT** be a **FAA email address**. It must be a personal email address that you currently have access to.

* First Name	Middle Name
<input type="text"/>	<input type="text"/>
* Last Name	Suffix
<input type="text"/>	<input type="text"/>
* Email Address	
<input type="text"/>	
This will be your username	

On the second half of the screen you will select SSN or Driver's License as **Identity Validation Option**, and enter the required information. While not required, not providing your SSN may result in our inability to confirm your identity, thereby preventing you from gaining access to the system. You must use your home address, using your work address will result in an identity verification failure.

We use these fields to validate your identity. In order to validate your identity we need to collect some information about you. This information will not be saved or stored.

Identity Validation Options

☒ SSN ☐ Driver's License

* SSN

* Date of Birth

* Home Address Line 1

Identity Validation will not succeed with your work address (e.g 1234 First Ave).

Home Address Line 2

* Home City

* Home State	* Home Zipcode
<input type="text"/>	<input type="text"/>

Next, you will select a **Phone Verification option**. You can choose between Mobile and Landline. Provide a Mobile or Landline number, depending on the option selected for Phone Verification Option). The number provided will only be used for identity verification. It must be registered in you or your family's name. You will receive a **One Time Passcode** on the phone number

provided either through SMS (Mobile) or phone call (Home/Landline Phone).

Phone Verification

Choose phone option

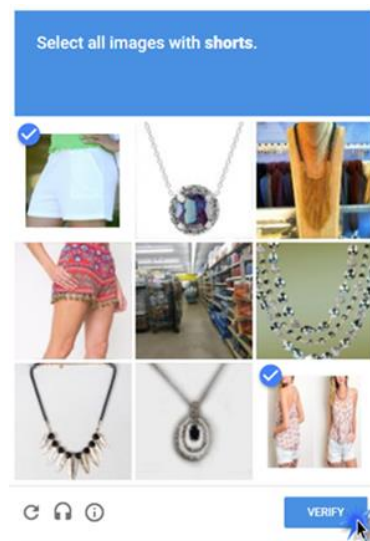
☒ Mobile ☐ Landline

* Phone Number

At the bottom of the screen click, **I'm not a robot**. Select the options specific to the question asked by reCAPTCHA and click **Verify**.

☐ I'm not a robot

reCAPTCHA
Privacy - Terms



After successful validation, click **Get Verification Code** to proceed.

Step 1 - Once you enter your valid phone number and click 'Get Verification Code' you'll receive a verification code...

Step 2 - Enter verification code and click on 'Verify'

Get Verification Code

PLEASE NOTE: If you did not receive the verification, please follow Steps 1 and 2

- If your identity validation is successful, you will receive a One Time Passcode (OTP) on the mobile phone or landline number provided. Enter the OTP in Enter Verification Code field and click **Verify Code and Submit**.

Step 1 - Once you enter your valid phone number and click 'Get Verification Code' you'll receive a verification code...

Step 2 - Enter verification code and click on 'Verify'

Get Verification Code

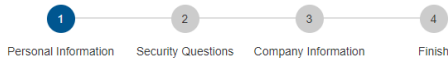
PLEASE NOTE: If you did not receive the verification, please follow Steps 1 and 2

Enter Verification Code

Verify Code and Submit

Note: If the identity validation failed, the error message will appear stating, "We cannot verify information you provided. Try again or contact Helpdesk."

Identity Validation

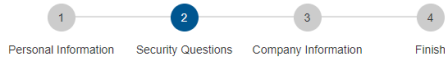


Error

We cannot verify information you provided. Try again or contact Helpdesk.

- After successful OTP verification, you will answer a series of security questions to validate your identity. Once you have accurately answered the questions, click **Next**.

Validate Question and Answers



In which of the following cities does 'Judith [redacted]' currently live or own property?

Select

Which of the following street addresses in Oakton have you ever lived at or been associated with?

Select

Which of the following corporations have you ever been associated with?

Select

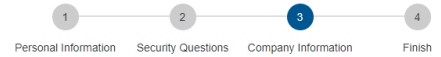
Which of the following addresses have you ever been associated with?

Select

Next

- Next screen will prompt you to enter your company's information (optional). Click **Next** to proceed.

Company Information(optional)



Company Name Title

Street Address 1

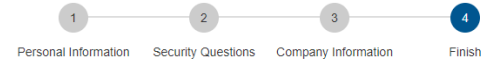
Street Address 2

City Fax

State Zipcode

Next

- An email will now be sent to the email address used to register, which contains a user passcode. The passcode is necessary to complete the remainder of the registration process.



You have successfully initiated your MyAccess registration.

An email has been sent to dfd@fdaf.com with steps to complete the MyAccess registration process.

- You will receive an email notification with the MyAccess Temporary Access Code and a link to complete the registration process.

FAA User Registration

donotreply@faa.gov

to me

Note: This is an auto generated message. Please do not reply to this email.

MyAccess Temporary Access Code

Your temporary access code is: 098344197

To complete the registration process, please proceed to the: [MyAccess Registration website](#)

This completes the steps for the External Registration. Click the link located in the email to continue with the registration for MyAccess.

Technical Support

For technical assistance, please contact:

MyIT Service Center

Email: helpdesk@faa.gov

Phone: 1-844-FAA-MyIT (322-6948)



(844) FAA-MYIT
(844) (322-6948)
helpdesk@FAA.gov
MyIT.faa.gov